

## ***ARLINGTON PUBLIC SCHOOLS***

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Community Relations  
Tuesday, October 2, 2018  
8:00 AM***

*Arlington High School  
School Committee Room  
869 Mass Avenue, 6th Floor  
Arlington, MA 02476*

*Open Meeting*

*Public Participation*

*Approval of draft minutes September 11, 2018*

*Appoint Rep to Arts and Cultural Committee*

*Beginning Discussion Redistricting*

*AHRC Documents*

- *Procedures for responding to hate incidents*
- *Liaison Relationship*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Jennifer Susse, Chair of subcommittee*



## **Town of Arlington, Massachusetts**

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### **Meeting Location**

#### **Summary:**

Arlington High School  
School Committee Room  
869 Mass Avenue, 6th Floor  
Arlington, MA 02476



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## **Town of Arlington, Massachusetts**

**Open Meeting**



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## **Town of Arlington, Massachusetts**

### **Public Participation**



## **Town of Arlington, Massachusetts**

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### **Approval of draft minutes September 11, 2018**

#### **ATTACHMENTS:**

Type	File Name	Description
▢ Minutes	Community_Relations_9.11.18.docx	Community Relations 9 11 2018 draft minutes

# MINUTES

## Community Relations Meeting 9/11/18

### In Attendance:

Administration: Dr. Kathleen Bodie

School Committee: Jennifer Susse, Len Kardon, Jeff Thielman

Community: Carl Wagner

### Public Participation

Carl Wagner asked about documents presented at AHS Building Committee meetings. He wants to know if they are available to the public. Len and Jeff answered that most of the documents are made available on the web site, but that it isn't an automatic process. Someone has to actively put them up. Carl also asked about agendas and minutes. He was told that agendas are available 48 hours before each meeting, but minutes are only available after they have been approved. However, it does seem that this meeting wasn't announced through the town's email, though it was posted by Karen.

### Calendar Changes

Kathy presented a draft of a survey that the administration wants to send out to parents and teachers on calendar changes. She assured the committee that we can make changes to AEA mid-contract through a MOA, and that the union seems open to that idea.

### Issue/Questions:

- Should separate questions on start time be asked at the High School and Middle School level? Teachers seem to want these two levels to be in sync. The consensus was that it still makes sense to ask separate questions.
- Kathy asked whether we should include a question on Blizzard Bags, given that it is unclear that we are pursuing this option right now. Both Jeff and Kathy expressed worries about how Blizzard Bags would work. Jennifer argued that it should be removed from the survey if we are not yet actively considering the idea; otherwise it may give the wrong impression to the community.
- Should we include a question on the religious holidays? Len mentioned that several years ago many districts were including religious holidays in their calendars, but that lately districts have been removing them. We discussed issues at other districts and whether the SC would be open to including a question on religious holidays this time. Jeff said that he, at least, has changed his mind on this issue and thinks it makes sense to get a sense of the community's thoughts. Jeff noted that this is a survey put out by the administration not the School Committee.

The results of the survey will be shared with Community Relations. If there is a strong desire for change, both from teachers and parents, we will consider next steps for community engagement.

### After School Care

Jeff introduced a suggested change to policy KFD that would do two things: 1) ask that surplus space in our buildings be fully utilized so that as many families as possible to access after-school programs, and 2) ask for a report to be presented to the School Committee by May 1<sup>st</sup> listing how many students are enrolled in after school programs, how many are on the waiting list, and whether there is surplus space available to accommodate those on the waiting lists. We discussed ways to modify the motion so that it doesn't commit the administration to taking full responsibility for after school programs.

Len moved the motion, as modified by the committee, be approved. Jeff seconded. All in favor.

Kathy said that she has been informed by John Danizio that we need to do an RFP for after school programs each year, which gives us an opportunity to ask for what we need.

Jennifer presented suggested language to be included in the RFP about what we expect each after school program to do – e.g., have a web site, let parents know where they are on the wait lists, be consistent about deadlines, etc. We decided that this wouldn't be a SC policy, but rather a document that the administration can consider in writing their RFP. Suggested changes are presented at the end of the minutes.

### Office Hours

Jennifer presented a suggested schedule for office hours, eliminating meetings in September, January and June, when attendance is low. The suggested hours will go to the committee for a full vote.

Motion by Jeff, seconded by Len. All in favor.

### School Committee Appointments

Jennifer mentioned that she is gathering information about where we have appointing authority, who is in those posts, and the timeline of each. So far she's determined that we have the following appointments:

- 5 to the Arlington Human Rights Commission
- 1 to Arlington Commission on Arts and Culture
- 1 to Poet Laureate Commission
- 1 to Rainbow Commission
- Potentially one to Investment Policy Review Group

Jennifer said she hoped to bring a full comprehensive list to the committee next time we meet.

We then discussed ways that we would advertise openings and agreed that we would do the following: 1) place on our web site, 2) send over the town notification, 3) send over the parent notification.

### New Business

Jeff mentioned that he's received correspondence for Rachel Oliverti, the Green Team Coordinator, and several parents about our policy ECD, implemented in 2012, which requires APS to use green cleaning

products at all our schools. We discussed what is happening at our schools. The custodial staff use green cleaning products, but teachers (who ask for donations from parents) don't always. Two years ago Brackett changed their policy to require parent contributions to be green.

We discussed whether ECD applied to parent contributions as well as custodial staff. Jennifer urged education and messaging before we institute a new policy to parents and teachers. Kathy said she would talk to Rachel Oliverti to get further clarification about what makes sense.

7:13, motion to adjourn by Jeff, seconded by Len. All in favor.

Draft



## **SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS**

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. **Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day.**

**It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report on the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.**

Any arrangements **for use of available surplus space** will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses will be presented to the Superintendent and the School Committee by December 31 of each school year.

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

Suggested Policy  
Arlington Afterschool Programs

All afterschool programs operating in the Town of Arlington must sign a formal contract and agree to do the following:

- Create a website with the following information:
  - Application for enrollment
  - Instructions on how to apply (deadlines, fees, etc.)
  - Explanation of the criteria by which the program prioritizes applications
- Charge a fee no more than \$100. If a child is in a buffer zone the fee is returned if the child is admitted to a different school.
- Enrollment deadline should be between March 1<sup>st</sup> and March 31<sup>st</sup>.
- Notify parents of whether their child has been accepted by April 30<sup>th</sup>. If the child is on a waitlist you must include information about i) how many students at each grade are on the waitlist, and ii) what position their child is on the waitlist (e.g., 15 out of 30).
- Respond to emails and phone calls from parents who are interested in status updates.



## **Town of Arlington, Massachusetts**

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### **Appoint Rep to Arts and Cultural Committee**

#### **ATTACHMENTS:**

Type

File Name

Description



## Town of Arlington, Massachusetts

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### Beginning Discussion Redistricting

#### ATTACHMENTS:

Type	File Name	Description
 Policy	Wellesley.pdf	JG Policy Student Enrollment and School Assignment

**File: JG - POLICY ON - WPS STUDENT ENROLLMENT AND SCHOOL ASSIGNMENT**

***Guiding Principles***

This policy outlines the process of registering students in the Wellesley Public Schools (WPS) and assigning them to specific schools. While intended to provide clarity and transparency in outlining enrollment and assignment protocols, this policy must also be implemented with the same guiding principles that informed its development:

- Providing access to quality programs in WPS.
- Supporting neighborhood schools.
- Maintaining continuity of learning experiences.
- Supporting students and families making transitions between schools.

There may be unique circumstances in which the Superintendent exercises his/her discretion in applying the guidelines of this policy.

***Enrollment/Registration***

Kindergarten registrations for the following school year will occur each year between January and April 1<sup>st</sup> through a centralized process with specified dates announced. WPS will utilize town census information to identify age appropriate incoming Kindergarten students. Information regarding registration will be sent to these identified families including registration dates and necessary documents such as health records and proof of residency (refer to "Admission to WPS" policy). In addition, information will be sent to area preschools as well through town and school district notifications. Information will be provided to families regarding Kindergarten Screening and orientation dates at each school at the time of registration.

Registration for new students in all other grades (1 - 12) for the following school year opens March 1<sup>st</sup>. Families are encouraged to register their children as soon as possible within the specified time frames as placement decisions could depend on the order of receipt of registration documents. Families are also encouraged to inform the school district as soon as possible should their plans change.

***Class Size Guidelines***

Class size guidelines exist at the elementary and secondary levels in WPS. These guidelines represent the target range of students enrolled in individual classrooms.

**Elementary Guidelines:**

**Grades K-2: 18-22**

**Grades 3-5: 22-24**

**Middle School Guidelines and High School Guidelines:**

**PROFESSIONAL STAFFING GUIDELINES**

Middle School		High School	
Art	grade 6 & 7	22	16 12
	grade 8	16	
Digital art			

Business education		22
English	student load 90	student load 90
Family & consumer science	16	16 22
Child development		
Fitness and health	25	25 18
grade 10		
Classical & modern language	22	22
Grade 6	22	
Grade 7 cluster (full)	range 80 to 100	
Guidance	range 200 - 225	range 180-225
Industrial technology	18	16 18
Design & manufacturing technology.		
College Prep academic classes		15
Mathematics	22	22
Music/drama	22	22
Performing groups	based on size and space available	
Science	22	22
Social studies	22	22

It is important to note that these are class size guidelines and do not represent absolute class size limits. There may be times when individual classes exceed these guidelines for the following reasons:

i½ Legal mandate (s).

- ï½½ Participation in specialized programs housed at specific schools.
- ï½½ Addition of student(s) close to the start of the school and/or during the school year.
- ï½½ No forecast information of additional students that might lead to the addition of a new section(s).
- ï½½ Lack of space at nearby schools to take additional students.

The School Department will consider all factors that affect the learning environment in a classroom when making class size decisions.

The Administration will present an enrollment report to the School Committee each October, following the official District "snapshot" used in reporting state data. Likewise, the Administration will also present an April update on enrollment and class size that may inform decisions to apply for Open Enrollment that are due on May 1 each year.

### ***Reassignment***

There may be times when the School Department closes specific grade levels within a school(s) and works with the families of new students to reassign them to nearby schools where additional capacity exists. The factors that the School Department will consider prior to a grade level closure include:

- ï½½ Time of year of when sections at a grade level reach guideline.
- ï½½ Forecast of incoming enrollments:
  - o Students moving into the District.
  - o Students requiring specialized programs.
- ï½½ When there is no space for an additional section.
- ï½½ Profile/learning needs of students in the classroom.
- ï½½ Capacity of nearby schools to take additional students.

Before reassigning students to other schools, the School Department may temporarily repurpose specialized spaces such as Music and Art rooms, for regular classroom instruction. This would only occur when the need to open a new section(s) exists and there is no other space at the school to accommodate this section(s). In these situations, the School Department will strive for this to be a temporary repurposing and would work to restore these classrooms to their intended use as soon as possible. The School Department will work to ensure appropriate program support when Art and Music rooms are temporarily displaced.

Once a decision has been made to close a grade level(s) at any school, this information will be broadcast in the community through a variety of means including:

- ï½½ WPS Website
- ï½½ Email notice to specific school community(s)
- ï½½ Notice to PTO(s)
- ï½½ Notice to realtors

The Director of Student Services will work directly with the family of any new student(s) who moves into an attendance zone after the grade level in which they would have been otherwise assigned is closed to new enrollment.

The Director of Student Services will:

- Review the proximity of the family residence to other schools, with schools less than 2 miles identified for first consideration.
- Review class sizes in schools under 2 miles to assess capacity under class size guidelines
- Notify parents of this (these) schools(s) as an option for enrollment.
- Offer information regarding class sizes and available space for siblings allowing parents to consider their options with siblings in mind. Schools over the 2 mile distance with classes under guidelines are presented as an option with the clear expectation provided to parents that free transportation will not be provided by the District. If no school within the 2 mile distance has a class under guideline, then the District will provide transportation at no cost to the family.
- Inform the principal (s) immediately of the family's interest; parents may contact the school to meet the principal. Parent decision on attending the school must be made within five (5) days of being presented with option(s). Spaces at schools will be reserved in the interim.
- Confirm the school assignment and enroll the student in PowerSchool (the WPS student database).

Once a student's enrollment is confirmed in writing, this placement will be considered permanent for this student. Parents may, however, submit an Open Enrollment request for the following school year (the year after assignment) in accordance with school district policy.

Once a grade level is closed to new enrollment, it is possible that student enrollment could decline, creating space in that grade level. Should this occur PRIOR to the start of school, the School Department would contact parents of previously reassigned students and offer them the choice to return to their home school. If several students have been reassigned before the grade level at their home school is reopened, then students will be contacted in the order of their reassignment up until the space limit has been reached at that school, per the decision of the School Department.

Please note that the option of returning to a student's home school will only be offered if that grade level is reopened before the start of school. Once the school year has begun, it is possible that a grade level could be reopened due to declining enrollment. Students entering the District at that time may be accepted to ensure that all spaces at schools are being utilized.

The District understands the importance of siblings attending the same school. With this in mind, as long as a reassigned student is attending the school where he/she has been reassigned, any siblings of this student will, have the ability—subject to space availability—to attend this school also. Parents may still elect to send future school-aged siblings to their home school.

### ***Open Enrollment***

Open Enrollment is an option that allows parents to voluntarily request attendance at a school other than their home school. Prior to applying for Open Enrollment, a child must be registered in the Wellesley Public Schools. Open Enrollment requests must be submitted to the Office of Student Services between March 1 and May 1<sup>st</sup> for the following school year. Application forms may be downloaded from the WPS Website and/or requested from the Central Office. A family seeking Open Enrollment for more than one student must submit a separate application for each child. Applications will be considered on an individual basis. There is no guarantee that Open Enrollment placements for more than one child in a family will be granted for each child.

All Open Enrollment applications will be reviewed after the May 1 submission deadline. Open Enrollment applications will first be considered based on the order of receipt. Decisions will be based primarily on space availability at the requested school. Additionally, the Director of Student Services will consult with the principal of the requested school to further assess the learning profile of the class/grade. Maintaining an optimum learning environment for all the students within that class/grade will be a priority.

In order to ensure available seats for student residing within that attendance zone, the following space guidelines will inform decisions related to Open Enrollment:



ï¼½ From May 1 through May 31, admission may be granted if there are more than 5 spaces available in the requested grade level.

ï¼½ Applications not granted May 31, will remain active for consideration until June 30.

ï¼½ From June 1 through June 30, admission may be granted if there are more than 3 spaces available in the requested grade level.

ï¼½ No applications will be granted after June 30 for the following school year.

Once an Open Enrollment is granted, families will have 5 days to consider and accept the Open Enrollment decision in writing. Once accepted, the Open Enrollment assignment will be considered as a permanent placement and families will not have to reapply for Open Enrollment in subsequent years. Additionally, even though a student may be attending a school other than his/her home school, any future siblings of that student will still need to apply for Open Enrollment to attend the same school as their older sibling.

Other factors considered in making Open Enrollment decisions will include priority ranking for acceptance as follows:

ï¼½ Siblings of students affected by a grade level closure and subsequent reassignment.

ï¼½ Siblings of students placed due to the need for a specialized program (special education and/or ELL.)

ï¼½ Students assigned through a previous Open Enrollment assignment.

ï¼½ Children of WPS Professional Staff (Assigned through an internal process outside of Open Enrollment.)

Transportation is not provided to any students who are enrolled in a school through the Open Enrollment process.

### ***Children of WPS Professional Staff***

Per the collective bargaining agreement and other contract provisions, children of WPS professional staff members have the ability—subject to space availability—to enroll in the Wellesley Public Schools. Applications for current staff members must be submitted by May 1 for the following school year. Staff hired after May 1 may also submit an application for consideration. Once the child of a staff member is enrolled, that family will not need to reapply in subsequent years, so long as the parent remains employed by WPS in a position in which the enrollment option still exists.



## **Town of Arlington, Massachusetts**

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### **AHRC Documents**

#### **Summary:**

- Procedures for responding to hate incidents
- Liaison Relationship

#### **ATTACHMENTS:**

Type	File Name	Description
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## **Town of Arlington, Massachusetts**

**Adjournment**



## **Town of Arlington, Massachusetts**

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**Submitted by Jennifer Susse, Chair of subcommittee**